



## **CITY OF LONG BEACH**

### **DEPARTMENT OF PARKS, RECREATION AND MARINE**

### **GENERAL SUPERINTENDENT - RECREATION**

#### **THE POSITION**

The Department of Parks, Recreation and Marine is seeking energetic and dedicated professionals to fill two General Superintendent of Recreation positions. Under the direction of the Manager of Community Recreation Programs, these positions are responsible for supervision of half the City's recreation programs and services. Scope of supervision will include the development, coordination, administration, and implementation of policies and programs related to the provision of recreation programs and services. Each position will manage three Recreation Superintendents, 20-25 full-time permanent and part-time permanent employees, and approximately 350 part-time seasonal employees.

#### **EXAMPLES OF DUTIES**

- Responsible for facility management, environmental programs, cultural programs, event planning, youth programming, teen programming, senior programming, youth and adult sports programming, aquatics programming, and partnerships;
- Develops and monitors programs, facility management, and activity standards;
- Responsible for the development, monitoring, and evaluation of accountabilities for up to eight subordinate management staff and support staff;
- Coordinates policy development and implementation;
- Establishes budget development, oversight, and review;
- Selects, trains, disciplines, and recognizes staff;
- Prepares and presents written and oral reports for various audiences, including reports to the Parks and Recreation Commission; presentations to the City Council, neighborhood associations, and professional associations; responses to citizen inquiries and concerns; and reports of division activity;
- Responsible for the development and maintenance of interagency partnerships;
- Resolve community problems and mitigate issues related to the provision of recreation services;
- Perform other related duties as assigned.

#### **THE ORGANIZATION**

The Department of Parks, Recreation and Marine has approximately 500 full-time equivalent budgeted positions and the FY 2006-2007 budget is approximately \$48 million. The Department has six Bureaus including: Business Operations, Community Recreation Programs, Maintenance Operations, Marine Operations, Planning and Development, and Special Events and Filming. These Bureaus oversee 111 parks, three public pools, beaches, marinas, golf courses, sports fields, and community centers, serving a population of approximately 490,000 citizens.

#### **QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Studies, Public Administration, or a closely related field, and five years of progressively responsible administrative and supervisory experience, including at least two years in management. Applicants must have working knowledge of personnel management, budget/financial management, program planning, community relations, and strong written and oral communication skills. A Master's Degree in any of the above areas is desirable. Relevant experience may be substituted for education on a year-for-year basis.

#### **SALARY**

Initial placement for this position is from the mid \$70,000s to the low \$100,000s per year, depending upon qualifications. Increases are based upon a merit pay plan.

#### **SELECTION PROCEDURES**

Interested candidates should submit a letter of interest, comprehensive resume, salary history, and three work-related references, **no later than 4:30 p.m., Friday, November 3, 2006, to:**

**Chrissy Marshall, Manager, Community Recreation Programs**  
**City of Long Beach, Department of Parks, Recreation and Marine**  
**2760 Studebaker Road**  
**Long Beach, CA 90815**

Resumes will be reviewed for depth and breadth of experience and for level of relatedness of education. The most qualified candidates will be invited to participate in further selection procedures.

**The City of Long Beach is an Equal Opportunity Employer**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please contact (562) 570-3187.

## MANAGEMENT BENEFITS SUMMARY

<b>Vacation</b>	<ul style="list-style-type: none"><li>• 12 days after 1 year of service</li><li>• 15 days after 4 years 6 months</li><li>• 20 days after 19 years, 6 months of service.</li></ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"><li>• 1 day earned per month</li><li>• Unlimited accumulation</li><li>• Conversion upon retirement to cash credit toward health and/or dental insurance premiums or pension credits.</li></ul>
<b>Holidays</b>	<ul style="list-style-type: none"><li>• 9 designated holidays per year, plus 4 personal holidays to be used at the employee's discretion.</li></ul>
<b>Executive Leave</b>	<ul style="list-style-type: none"><li>• 5 days per year.</li></ul>
<b>Bereavement Leave</b>	<ul style="list-style-type: none"><li>• 3 days for death or critical illness of family member, plus 3 days of accrued sick leave, if needed.</li></ul>
<b>Health Insurance</b>	<ul style="list-style-type: none"><li>• Two indemnity plan options, a point-of-service (POS) plan and one HMO plan.</li><li>• The City pays all or part of the premium for employee and dependents depending on the health/dental plan selected.</li></ul>
<b>Dental Insurance</b>	<ul style="list-style-type: none"><li>• Two dental plans are available for employees and dependents.</li></ul>
<b>In-Hospital Indemnity</b>	<ul style="list-style-type: none"><li>• City-paid in-hospital indemnity plan for in-patient hospital stay.</li></ul>
<b>Life Insurance</b>	<ul style="list-style-type: none"><li>• City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.</li></ul>
<b>Disability</b>	<ul style="list-style-type: none"><li>• City-paid short-term and long-term disability insurance.</li></ul>
<b>Management Physical</b>	<ul style="list-style-type: none"><li>• Annual City-paid physical examination.</li></ul>
<b>Retirement</b>	<ul style="list-style-type: none"><li>• California Public Employee's Retirement System (CalPERS), coordinated with Social Security. Retirement formula for employees hired on or after October 1, 2006 is 2.5% at 55.</li><li>• City pays a portion of employee contribution to PERS.</li></ul>

## THE CITY

Long Beach is a full service City with a population of 487,100. It employs 6000 full and part-time personnel. The City operates its municipally owned airport, harbor, marinas, oil, gas and water departments, as well as its own public safety, cultural, health, recreation and entertainment agencies. It has some of the best shoreline, marinas, and beaches in Southern California, enjoying 352 clear days per year, an average temperature of 63 degrees, and pleasant offshore breezes. The City also has good public schools and is the location of the largest California community college and State University that provide numerous undergraduate and post-graduate programs.

## CITY VALUES STATEMENT

The City's business is service. We are committed to providing quality service to our diverse community in ways that are helpful, caring, and responsive. We believe that the success of our organization depends on teamwork, mutual trust, and honesty achieved through commitment to the following values:

- ◆ Participation by citizens and City team members in setting and attaining the City's goals.
- ◆ Communication with one another and with citizens.
- ◆ Courtesy in all personal relations.
- ◆ Integrity in everything we do.
- ◆ Loyalty to our community, to this organization, and to each team member.
- ◆ Innovation in meeting the present and future needs of the City.
- ◆ Responsibility as a team for the efficient and effective delivery of services.
- ◆ Pride in our work, in our dedication to public service, and in being the best we can be.